

STATE AGENCY RECOGNITION AWARDS 2003



for Outstanding
Achievement by
State Agencies in
Furthering Small
Business and/or
Disabled Veteran
Business Enterprise
Participation in
State Purchasing
and Contracting.

CALL FOR NOMINATIONS

The State of California, Small Business Advocate Network will honor state departments for outstanding achievements in advocating for and contracting with small business and/or Disabled Veteran Business Enterprises (DVBE). Recognition will go to those departments who developed and implemented resourceful ideas for increasing, either small business and/or DVBE participation in their purchasing and contracting programs.

A panel of judges will review the nominations and select the agencies with the "Best Practices." Six awards will be presented: one Gold, two Silver, and three Bronze. All winners will be notified in advance of the ceremony, and will be officially recognized for their efforts at the awards ceremony, October 2, 2003.

In California, SMALL
Business is a BIG Deal!

WHO SHOULD SUBMIT

All state agencies are encouraged to submit any ideas used to increase small business and/or DVBE participation. It doesn't matter if your agency didn't rank highest in its annual small business participation statistics. We understand that some ideas take time to implement.

We are looking for innovative ideas that can be duplicated by other agencies. Perhaps your agency did a direct mail campaign to local businesses, encouraging them to become certified, or maybe you had exceptional executive level support that gave you the freedom and direction you needed to implement a new method of attracting small and/or disabled-veteran businesses.

Whatever your success—no matter how big or how small—we want to hear about it.

DEADLINE

Electronically submitted nominations must be received by the Department of General Services, Procurement Division no later than June 27, 2003; mailed nominations must be postmarked no later than June 27, 2003.

For additional information, please contact Elosia Stratton, Awards Coordinator, at (916) 375-4594 or elosia.stratton@dgs.ca.gov.

IMPORTANT DATES

June 27, 2003—Nominations Due. Electronically submitted nominations must be received no later than June 27, 2003; mailed nominations must be postmarked no later than June 27, 2003.

October 2, 2003—Awards Ceremony. Invitations will be mailed in August.

*Remember, the key word
is EDUCATION—we
want to hear your best
ideas and let other
agencies know what
worked and what didn't.*



SOME IDEAS TO GET YOU STARTED

Consider these areas when preparing your nomination:

Executive Support

Executive level management lends its supports to the program and allows contracting and purchasing staff the latitude to implement new ideas to ensure the success of the Small Business and/or DVBE Participation Program.

Customer Service:

Organization achieves excellence in implementing “best practice” customer service. Effectively collaborate with the business community to help them understand the solicitation process.

Implemented workflow rules to help the team respond to customers promptly. The business community is encouraged to participate in state contracting because the level of customer service they experience, from state contracting and purchasing officials, small business advocates and other staff exceeds their expectation.

Contract Simplification

Changed processes and implemented new simplified procedures to facilitate and increase the participation of Small Business and/or DVBEs in state contracting.

Electronic Commerce

Tell us what steps you have taken to make it easier for businesses to gain access to bid opportunities, find sub-contractors etc. For California and its business community to remain competitive and successful, we must drive the future of electronic commerce.

Education/Outreach

Created educational programs; put on workshops, developed fliers and brochures to impart information to businesses about the State of California’s purchasing and contracting programs.

Public/Private Partnerships

Many state agencies are stakeholders in specific industries. Strategic partnerships between state and private sector or non-profit organizations optimize resources, increase benefits, and promote small business and DVBE participation.

Prompt Payment

What have you done to ensure payment is made in accordance with the Prompt Pay Act? Prompt payment is the number one concern of the business community and the biggest barrier to small business and DVBE participation.

A FEW TIPS FOR SUCCESS

Tip #1

Don’t worry if your program or idea isn’t perfect. Remember, the key is EDUCATION. We want to hear your best ideas and let other agencies know what worked and what didn’t.

Tip #2

Focus each nomination on a particular idea or project. Don’t try to put *everything* your agency has ever done in one nomination. Remember: you can submit more than one nomination. So, if you had 2 great ideas (or 3 or 4!) submit them each separately.



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NOMINATION FORM



We prefer that you e-mail your nomination(s) using this form as a guideline for the information that we need. The form is also available on our home page: www.dgs.ca.gov/pd

State Agency Being Nominated (*enter name as it should appear on award*):

Title of Nomination:

Award Recipient (*the person who will receive the award on the agency's behalf*):

Contact Person (*person to contact if we need additional information*):

Mailing Address:

City

State/Zip Code

Phone:

Fax:

E-mail:

Person nominating (*Person to notify if your nomination is a winner, if different from "Contact Person"*):

Mailing Address:

City

State/Zip Code

Phone:

Fax:

E-mail:

Required Attachments:

1. Executive summary
2. Written nomination

Nomination Requirements

All nominations must include the following:

1. The information requested on the Nomination Form (at right);
2. An executive summary (no more than 250 words). This summary will be posted on the website. For this reason we ask that you submit an electronic copy along with your paper copy of your nomination. If you do not have access to e-mail, please send us a floppy disk.
3. A written nomination containing:
 - a. Project description, including project implementation date.
 - b. A discussion of how the project improved (or has the potential to improve) Small Business and/or DVBE participation at your agency.
 - c. A description of lessons learned. You may wish to address what worked and what didn't work; what you'd do different the next time around; or how other agencies could modify the idea to make it work for them.

Submitting Your Nomination

E-mail an electronic copy, containing all information requested above, to:

elosia.stratton@dgs.ca.gov

E-mailed nominations must be received by June 27, 2003.

If you do not have E-mail capability mail a hardcopy and a floppy disk of your completed nomination form and required attachments to:

**Department of General Services
Procurement Division
Attn: Elosia Stratton
707 3rd Street, 2nd Floor
West Sacramento, CA 95605**

Mailed nominations must be postmarked no later than June 27, 2003.